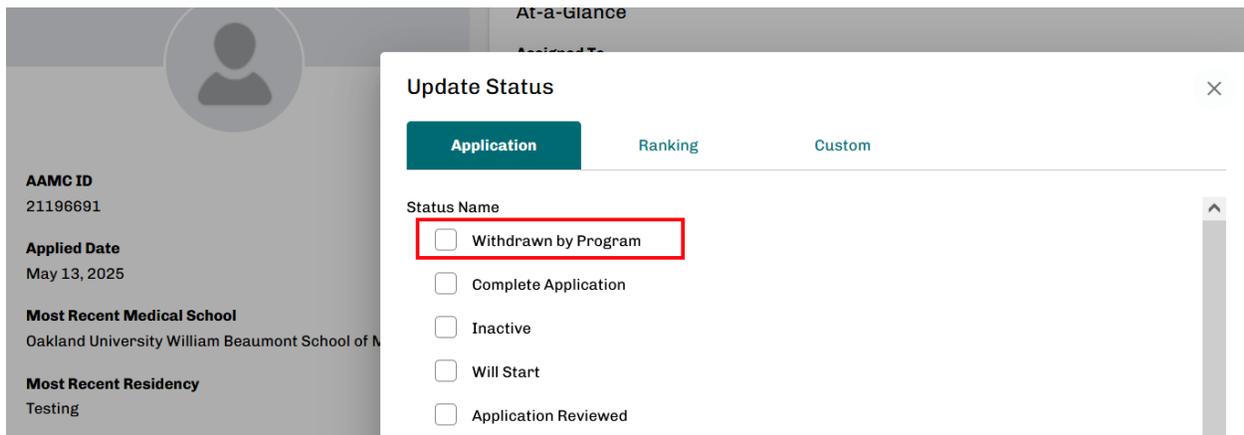


Sending Messages to Applicants Withdrawn by Program

This job aid provides a potential workflow for using the PDWS system to send a message to a group of applicants who will not be offered an interview at your program.

1. Navigate to [ERAS® Program Director’s WorkStation \(PDWS\)](#) and enter your AAMC username and password.
2. Select the applicants who will not be invited for an interview.
 - a. Navigate to View Applications.
 - b. Select the **Withdrawn by Program** status for each applicant whom the program has no interest in sending an interview invitation to. (Use *this to update applicants in bulk.*)

(We are using the **Withdrawn by Program** status in this job aid because there is a **Withdrawn by Program** System-Defined filter created for you. However, you could choose to use Inactive or any other custom statuses. You would just need to also create a user-defined filter.)



3. Apply a filter and send a bulk message to the applicants.

(We used the **Withdrawn by Program** status in Step 1. Next, we will run the system defined **Withdrawn by Program** status to send a bulk message to the applicants.)

- a. Navigate to Filters.
- b. Select the **Withdrawn by Program** filter from the System-Defined section.



c. Select the applicants from the list using either **Select a Page** or **Select All**.

d. Select **Bulk Messages** from the Actions to perform on the selected applicants.

Current Results

Search by last name

<input type="checkbox"/>	Applicant Name ↓↑	AAMC ID ↓↑	Most Recent Medical School ↓↑
<input type="checkbox"/>	Barksdale, Avon	21001858	Oakland University William Beaumont School of Medicine
<input checked="" type="checkbox"/>	Burley, Kahedja	21310386	Oakland University William Beaumont School of Medicine
<input checked="" type="checkbox"/>	Garcia, Taylor	21310435	Oakland University William Beaumont School of Medicine
<input type="checkbox"/>	Gilbert, Tyler	21310390	Oakland University William Beaumont School of Medicine
<input type="checkbox"/>	Gray, Kamille	21310385	Oakland University William Beaumont School of Medicine
<input type="checkbox"/>	Hendricks, Anastasia	21310389	Oakland University William Beaumont School of Medicine

ACTIONS (2 APPLICANTS) ↓

- Add Note
- Assign Applicants
- Bulk Messages**
- CSV Export
- Update Attributes
- Update Status
- View/Print Application
- View/Print Reports

e. Enter a Subject and Message. (Applicants are bCC'd.)

f. Select **Send**.

Compose Message

x Flora Simmons 21196691

Applicants selected will not see other recipients

Apply a Message Template

Enter Subject

Enter Body

30000 characters left of 30000

Attachments (Optional) 0

+ ATTACH FILES

Notice: Messages may be viewed by users outside of the secure message center. Messages that are viewed outside of the message center may not be secure. If you choose to send confidential or sensitive information via the message center, you understand that a third party may view this information.

DISCARD SAVE AS... SEND